



Town of Lauderdale-By-The-Sea
REQUEST for PUBLIC RECORD

Use of this form allows the Town to better track the processing of public records requests, but completion of this form by a requesting party is not required to obtain a public record. Every effort will be made to retrieve records in a reasonable manner; however, the Town's inactive records are stored off-site and may need to be retrieved. Costs shall be prepaid to the Town as allowed by Florida State Statute 119.07

Name: _____ Date of Request: _____

Firm: _____ Telephone: _____

Address: _____ City/State/Zip: _____

I am requesting to examine _____ or be provided with copies _____ of the following records:

Description of Request (be specific):

Costs are only projected. Additional monies may be due upon actual receipt of documents.

TOWN CLERK'S OFFICE USE ONLY

Request Accepted By: _____ Estimated cost of request: _____

Requests Completed By: _____ Deposit: _____

Reviewed By: _____ Receipt No: _____

Date Completed: _____ Final Cost of request: _____

Receipt No. _____

Request Routed To: _____ On: _____

Forward Document to Town Clerk's Office ____ Or directly to Applicant ____ (check one)

Staff Comments:
